



EMERGENCY PROCEDURES CHECKLIST FOR SCHOOLS

**Utah Department of Public Safety
Division of Homeland Security
Office of Emergency Services
(801) 538-3400 (800) 753-2858**

in cooperation with the

Utah Commission on Volunteers

and the

Utah State Citizen Corps Council

HOW TO USE THIS GUIDE

A copy of this guide should be placed in every classroom, gym, cafeteria, office, and other prominent locations. Since the information provided here is general, each school or school district should tailor procedures to meet its own specific needs. This guide should be a product of the school's emergency readiness and response plan. For best results, present the guide during staff training at the beginning of each year. Review the procedures with the entire school staff so that everyone on the building understands his/her role in an emergency.

This guide is intended to serve as a reference for educators, administrators, students, and staff and does not replace common sense, sound judgment, and prudent actions in response to emergency situations.

RESPONSE TO ANY EMERGENCY

- ___ Notify the principal and 911, if necessary. The principal notifies the superintendent.
- ___ Notify the school Emergency Response Team.
- ___ Seal off high-risk area(s).
- ___ Take charge of the area(s) until the incident is contained, or relieved by _____ .
- ___ Preserve evidence. Keep detailed notes of incident.
- ___ Refer media to the official school or district spokesperson _____ at # _____ .
- ___ Notify the Post-Incident Response Team, if necessary.

GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES

Principal or Designee

- ___ Verify information.
- ___ Call 911, if necessary.
- ___ Seal off high-risk area(s).
- ___ Notify superintendent.
- ___ Notify students and staff. Note: depending on the emergency, students may be notified by teachers.
- ___ Evacuate students and staff, if necessary.
- ___ Keep detailed notes of incident.
- ___ Convene Emergency Response Team and implement emergency response procedures.
- ___ Refer media to official spokesperson(s).
- ___ Notify community agencies, if necessary (those not responding to the 911 call).
- ___ Implement post-incident procedures, as necessary.

Teachers

- ___ Verify information.
- ___ Lock classroom doors unless evacuation orders are issued.
- ___ Warn students, if advised.
- ___ Account for all students.
- ___ Stay with students during an evacuation. Take class roster.
- ___ Refer media to official spokesperson(s).
- ___ Keep detailed notes of incident.

EMERGENCY ALERT SYSTEM

Tune to you local radio station for information regarding a potential or impending emergency. All Utah radio stations participate in the Emergency Alert System (EAS). KSL-AM 1160 and KALL-AM 910 respectively serve as primary and secondary EAS stations in Utah.

SCHOOL EMERGENCY TEAM MEMBERS

Emergency Response Team:

<u>Position</u>	<u>Name</u>	<u>Work #</u>	<u>Home #</u>	<u>Cell#</u>	<u>Room #</u>

Post-Incident Response Team:

<u>Position</u>	<u>Name</u>	<u>Work #</u>	<u>Home #</u>	<u>Cell#</u>	<u>Room #</u>

District Crisis Committee:

<u>Position</u>	<u>Name</u>	<u>Work #</u>	<u>Home #</u>	<u>Cell #</u>

PUBLIC INFORMATION

**** All staff must refer all media to official spokesperson ****

- ___ School district assumes responsibility for issuing public statements during an emergency.
- ___ Superintendent serves as official spokesperson unless another individual is designated. Alternate spokespersons should be identified in advance.

<u>Position</u>	<u>Name</u>	<u>Work #</u>	<u>Home #</u>	<u>Pager #</u>	<u>Cell #</u>
Spokesperson:					
Alternate #1:					
Alternate #2:					
Alternate #3:					

During an emergency, adhere to the following procedures:

- ___ Principal relays all factual information to the superintendent on a timely basis.
- ___ Superintendent notifies other schools and may ask designated public information personnel to prepare media release(s).
- ___ Establish a media information center away from the school.
- ___ Regularly provide updates to media. Only provide known facts. Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism. Never say, "No comment." Do not argue with the media.
- ___ Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries, e.g., press release.

Public Information:

- ___ Develop a variety of pre-scripted media releases before an incident occurs. Adapt statements during a crisis to meet existing needs.
- ___ Emphasize the safety of students and staff.
- ___ Briefly describe school's plan for responding to emergencies.
- ___ Make certain all information released is factual.
- ___ Respect the privacy of affected persons and their families.
- ___ Do not release names to the media.

WARNING AND NOTIFICATION

**** Call 911 if necessary. Assess life and safety issues first! ****

___ Inform principal: _____ in room #: _____ or
designee: _____ in room # _____ .

___ Principal/designee notifies superintendent: _____ or
district designee: _____. (Phone #'s in Emergency
Response Team section).

___ Warn students and staff. If an emergency requires immediate action
to protect the safety of students and staff, activate: _____
(Warning system, P.A. system, bell, etc.).

___ Codes may be used in situations where immediate notification is
required, but the safety of the students and staff may be compromised
if everyone in the school building(s) knows of the emergency (i.e., a
hostile intruder may panic if the principal announces the intruder's
presence over the P.A. system). The code words will inform school
personnel of the type of emergency and appropriate actions. The code
words are:

<u>Code Word</u>	<u>Emergency</u>	<u>Actions</u>

___ If immediate action is not required, notify staff members at a meeting
before, or after school hours. Teachers will debrief students during
class unless an assembly or P.A. announcement is preferred.

___ Principal notifies parent(s) or guardian(s) of affected students, or
emergency contact(s) of staff as necessary.

___ Superintendent notifies other schools in the district. The school(s)
with siblings of the affected student(s) or children of the affected staff
should be called first.

EMERGENCY TELEPHONE NUMBERS

Call 911 for emergency Fire, Police, Sheriff, Utah Highway Patrol, EMS, Ambulance, and Rescue.

Non-Emergency:

Fire: _____

Police: _____

Sheriff: _____

Highway Patrol: _____

EMS: _____

School District Crisis Line: _____

Children's Shelter: _____

Youth Services: _____

Child Abuse(local): _____

Child Abuse statewide: 1-800-678-9399 (24 hours)

Children's Justice Center: 1-801-355-0781 (SLC)

Runaway Hotline (local): _____

Runaway Hotline – National: 1-800-231-6946

Domestic Violence Information: 1-800-897-5465

Salt Lake County: 265-7669

All other counties: 1-800-371-7897

Networking Agencies for Violent Youth "NAVY": 1-801-468-2009 (SLC)

Rape Recovery Center: 1-801-467-7373 (SLC)

Pregnancy: _____

Utah Poison Control Center: 1-801-581-2151 (SLC)

1-800-456-7707 (toll free)

Suicide Prevention: _____

Substance Abuse: _____

Health Care: _____

Mental Health: _____

American Red Cross (local): _____

Emergency Management (local): _____

Emergency Management (county): _____

Utah Division of Emergency Services and Homeland Security (24 hours):

1-800-753-2858

1-801-538-3400

EVACUATION / RELOCATION

- ___ Call 911, if necessary.
- ___ Principal determines evacuation procedures after consulting with superintendent or designee: _____
- ___ Principal determines if students and staff should be evacuated outside of school buildings(s), or to relocation centers. Emergency Response Team member _____ coordinates transportation if students are evacuated to relocation center. Transportation coordinator _____ is to be contacted by the Emergency Response Team member and informed that an evacuation is taking place.
- ___ Principal notifies relocation center.
- ___ Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- ___ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- ___ Place evacuation sign in window (e.g., 8 ½ x 11 paper with words "Room # _____ Evacuated" in large, legible letters).

Teachers:

- ___ Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.
- ___ Take class roster.
- ___ Close classroom doors and turn out lights.
- ___ When outside building, account for all students. Inform principal immediately if students are missing.
- ___ If students are evacuated to a relocation center, stay with your class. Take roll again when you arrive at the relocation center.

Relocation Centers:

Each school should have a primary center close by, and a secondary relocation center further away in the event of a community-wide emergency.

___ Primary: _____

___ Secondary: _____

LOCK-DOWN PROCEDURES

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s).

- ___ Principal will issue lock-down notification / procedures by announcing a warning over the P.A. system, by sending a messenger to each classroom, or by sounding bells.
- ___ P.A. announcement may be a code word or basic alert (see Warning and Notification for coded warnings).
- ___ Direct all students, staff, and visitors into classrooms.
- ___ Lock classroom doors.
- ___ Cover windows of classrooms, including the window in the door.
- ___ Move all persons away from windows and doors.
- ___ Allow no one outside of classroom until the principal gives an all-clear signal.

SHELTERING PROCEDURES

Sheltering provides refuge for students, staff, and the public within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency:

- ___ Identify safe area(s) in each school building.
- ___ Principal warns students and staff to assemble in safe areas. Bring all persons inside school building(s).
- ___ Teachers take class roster. Teachers should account for all students after arriving in a safe area.
- ___ Close all exterior doors and windows.
- ___ Turn off any ventilation leading outdoors.
- ___ Cover up food not in containers, or put it away in a refrigerator.
- ___ If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- ___ All persons must remain in safe areas until notified by the principal or emergency responders.

ASSAULTS / FIGHTS

- ___ First, ensure the safety of students and staff
- ___ Call 911, if necessary.
- ___ Notify the principal.
- ___ Notify the school Emergency Response Team.
- ___ Seal off the area where the assault took place.
- ___ De-escalate and defuse the situation, if possible.
- ___ Principal notifies police if a weapon was used in the assault, if a victim has physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact.
- ___ Principal notifies superintendent and parents of students involved in the assault.
- ___ Document all actions. Ask victim(s) and/or witness(es) for their account of the incident.
- ___ Notify the school Post-Incident Response Team. Have one of members of the team assess counseling needs of the victim(s) and/or witness(es).
- ___ Implement post-incident procedures, if necessary.

STUDENT UNREST

- ___ Notify police, if necessary.
- ___ First, ensure the safety of students and staff members.
- ___ Contain area of unrest; seal off as appropriate.
- ___ Move students involved in disturbance to an isolated area.
- ___ Notify principal; principal notifies superintendent.
- ___ Advise staff; principal may issue a lock-down (see Lock-Down Procedures)
- ___ Terminate bells operation.
- ___ Meet with student representatives to address issues, as appropriate.
- ___ Document incidents with tape recorder or take detailed notes.

Teachers:

- ___ Keep students calm.
- ___ Lock classroom doors.
- ___ Do not allow students outside of classroom until you receive an "all clear" signal from the principal.
- ___ Make a list of any students absent from classroom.
- ___ Document all incidents.

FIRE

In the event that a fire, smoke from a fire, or a gas odor has been detected:

- ___ Pull the fire alarm.
- ___ Evacuate students and staff to a safe distance outside of the building.
- ___ Follow the normal fire drill routine. If normal route(s) are too dangerous, follow alternate route.
- ___ Teachers should take a class roster and account for all students. Roll must be taken after evacuation.
- ___ Principal calls 911, notifies authorities, and superintendent. Principal and / or superintendent must report incident to the fire marshal.
- ___ After consulting with superintendent, principal may move students and staff to primary relocation center _____, if building is damaged or weather is inclement.
- ___ No one should re-enter the building(s) until declared safe by fire service personnel.
- ___ Principal notifies students and staff of termination of emergency and resumption of normal operations.

SEVERE STORM

Sever wind, snow, rain, hail, thunderstorms, and flash floods are not uncommon in Utah. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar.

- ___ Be alert for weather warnings. Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel).
- ___ Bring all students and staff inside building(s). Move to safe areas. Review "drop and cover" procedures if tornadoes threaten.
- ___ Close windows and blinds; avoid outside walls.
- ___ Take class rosters; account for all students.
- ___ Be ready to move quickly if flooding threatens.
- ___ Remain in safe areas until warning(s) expire or emergency personnel have issued "all clear" advisories.

EARTHQUAKE

During an Earthquake:

- ___ Stay calm. First and foremost, having an emergency plan will help you and your students remain calm.
- ___ Stay put. If you are indoors, stay there. If outdoors, stay there.
- ___ Take cover. If indoors, do a “drop and cover” under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
- ___ If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in “drop and cover” positions.
- ___ Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

After an Earthquake:

- ___ Keep students safe and relaxed. Carefully evaluate the situation.
- ___ Use caution when moving students and staff to safe area(s).
- ___ Make sure everyone is alright. Take class rosters and account for all students.
- ___ Do not move the seriously injured unless they are still in danger. Administer first aid, if necessary.
- ___ Wear sturdy shoes in areas near fallen obstacles and broken glass.
- ___ Check natural gas, water, and electrical lines for damage.
- ___ Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.
- ___ Do not touch electrical power lines or broken electrical equipment.
- ___ Be prepared for aftershocks.

HAZARDOUS MATERIALS / CHEMICAL SPILLS

Incident in School

- ___ Call 911.
- ___ Notify principal.
- ___ Seal off area of leak/spill.
- ___ Take charge of area until fire or hazmat personnel contain the incident.
- ___ Fire officer in charge will recommend sheltering or evacuation actions.
- ___ Follow plans and procedures for sheltering or evacuation.
- ___ Notify parents if students are evacuated.
- ___ Resume normal operations after consulting with fire or hazmat officials.

Incident near School Property

- ___ Fire, police, or hazmat personnel will notify superintendent.
- ___ Superintendent will notify principal.
- ___ Fire officer in charge of scene will recommend sheltering or evacuation actions.
- ___ Follow plans and procedures for sheltering or evacuation.
- ___ Notify parents if students are evacuated.
- ___ Resume normal operations after consulting with fire or hazmat officials.

CHEMICAL WEAPONS STOCKPILE

Schools within pre-identified areas of Tooele County and Utah County may be at risk, however unlikely, of a release of chemical warfare agents from obsolete, unitary chemical weapons being destroyed at Deseret Chemical Depot in rural Tooele County. Salt Lake County, as a "host" area for potential evacuees from these communities, also has a vested interest in this threat.

The Chemical Stockpile Emergency Preparedness Program (CSEPP) has been developed in Utah to prepare the affected jurisdictions to respond effectively if a chemical release occurs. School superintendents, principals, teachers, and students are urged to work closely with their local emergency management departments to understand the unique threat posed by these chemical weapons, the extensive plans and procedures that have been developed to notify local residents of a chemical release and inform them of the appropriate protective actions recommended by local officials.

- Tooele County Emergency Management (435) 843-3260
- Utah County Emergency Management (801) 343-4132
- Salt Lake Emergency Management (801) 535-5969

WEAPONS

Staff or student who is aware of a weapon brought to school:

- ___ Immediately notify principal or teacher.
- ___ Tell principal or teacher the name of the individual suspected of bringing the weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.
- ___ If the teachers suspect that a weapons is in the classroom, a neighboring teacher should be confidentially notified. The teacher should not leave the classroom.

Principal:

- ___ Call the police if a weapon is suspected to be in school, as viewed by a reasonable person.
- ___ Ask another administrator or School Resource Officer (SRO) to join you in questioning the suspected student or staff member.
- ___ Accompany the suspect to a private office to wait for the police.
- ___ Conduct a search with police or SRO.
- ___ Inform suspect of his/her rights and why you are conducting the search.
- ___ Keep detailed notes of all incidents and why the search was conducted.
- ___ If the suspect is a student, notify parent(s) or guardian(s). Explain why the search was conducted and the results of the search.
- ___ If the suspect threatens you with a weapon, do not attempt to disarm him/her. Back away with your arms up. Try to remain calm.

SUICIDE ATTEMPT

Suicide Attempt in School

- ___ Verify information; call 911.
- ___ Notify school psychologist, counselor, principal, and mental health officials.
- ___ Principal advises superintendent, parent(s) or guardian(s) if a student is suicidal. Principal may schedule meeting with parents and school psychologist/counselor to determine course of action.
- ___ Try to calm suicidal person.
- ___ Try to isolate suicidal person from other students and staff.
- ___ Ask suicidal person to sign a "No Suicide Contract."
- ___ Stay with suicidal person until professional help arrives. Do not leave a suicidal person alone.
- ___ Determine method to notify staff, students, and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- ___ Activate the school Post-Incident Response Team to implement post-incident intervention. Determine the level of intervention.

Suicide Death / Serious Injury

- ___ Verify information; call 911.
- ___ Activate school Post-Incident Response Team.
- ___ Principal notifies superintendent.
- ___ Notify staff before next school day following suicide or attempted suicide.
- ___ Implement post-incident intervention.
- ___ Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of affected family.

Post-Incident Intervention

- ___ Activate school Post-Incident Response Team; determine level of intervention for staff and students.
- ___ Designate rooms as private counseling areas.
- ___ Escort siblings, friends, and other highly stressed students to counselors.
- ___ Resume normal routines A.S.A.P.
- ___ Assess stress level of staff; recommend counseling as required.
- ___ Refer media to official spokesperson at # _____
Do not let media interview students.
- ___ Follow up with students and staff who receive counseling.

SERIOUS INJURY OR DEATH

If incident occurs at school:

- ___ Call 911.
- ___ Notify school Emergency Response Team members of medical emergency.
- ___ Isolate affected students(s) / staff member(s), if possible.
- ___ Notify principal; principal notifies superintendent.
- ___ Activate school Emergency Response Team. Designate staff person to accompany ill/injured person(s) to the hospital.
- ___ Principal notifies parent(s) or guardian(s) of affected student(s), or emergency contact(s) of affected staff member(s).
- ___ Direct witness(es) to school psychologist/counselor(s). Contact parents if student is sent to psychologist/counselor.
- ___ Determine method to notify students, staff members, and parents.
- ___ Refer media to official spokesperson _____ at # _____ .

If incident occurs outside of school:

- ___ Activate school Emergency Response Team.
- ___ Notify staff members before normal operating hours.
- ___ Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- ___ Refer media to official spokesperson _____ at # _____ .

Post-Incident intervention:

- ___ Activate school Post-Incident Response Team; determine level of intervention needed for students and staff.
- ___ Designate rooms as private counseling areas.
- ___ Escort affected student's siblings, close friends, and other highly stressed individuals to counselors.
- ___ Assess stress level of staff; recommend counseling to those overly stressed.
- ___ Follow up with students and staff receiving counseling.
- ___ Designate staff person(s) to attend funeral(s), if any.
- ___ Allow for changes in normal routines or test schedules to address injury or death.

BOMB THREAT

On receiving a message that a bomb has been planted in the school:

- ___ Use bomb threat checklist.
- ___ Ask where bomb is located, when bomb will go off, what materials are in the bomb, who is calling, and why is caller doing this.
- ___ Listen closely to caller's voice, speech patterns, and for background noises.
- ___ After hanging up, immediately dial *57 to trace the call.
- ___ Notify principal or designee.
- ___ Principal determines whether a lock-down or evacuation is the appropriate course of action. Principal orders based on determination.
- ___ Principal notifies 911 (police) and superintendent.
- ___ Principal and superintendent must report incident to fire marshal.

If lock-down is ordered, use procedure in the lock-down section of this checklist. If evacuation is ordered, follow these procedures:

- ___ Principal alerts staff and students. Do not mention term "Bomb Threat."
- ___ Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location.
- ___ Direct students to take their belongings.
- ___ Students and staff must be evacuated to a safe distance away from the school.
- ___ After consulting with the superintendent, the principal may move students to a primary relocation center, _____, if weather is inclement or the building is damaged.
- ___ Teachers should take roll of students following evacuation.
- ___ No one should re-enter the building(s) until declared to be safe by fire or police personnel.
- ___ Principal notifies staff and students when emergency is terminated. Resume normal operations.

INTRUDER / HOSTAGE

Intruder: "An unauthorized person who enters school property."

- ___ Notify principal.
- ___ Ask another staff member to accompany you before approaching the intruder.
- ___ Politely greet intruder and identify yourself.
- ___ Ask the intruder the purpose of his/her visit.
- ___ Inform intruder that all visitors must register at the main office.
- ___ If purpose is not legitimate, ask intruder to leave.
- ___ Accompany intruder to the exit.

If intruder refuses to leave:

- ___ Warn of the consequences for staying on school property. Inform intruder that police will be called.
- ___ Notify security or police and principal if intruder refuses to leave. Provide full description of intruder.
- ___ Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)
- ___ Principal notifies superintendent and may issue lock-down procedures.

Hostage situation:

- ___ If hostage taker is unaware of your presence, do not intervene.
- ___ Call 911 immediately. Provide details of situation, ask for assistance.
- ___ Seal off area near hostage scene.
- ___ Notify principal; principal notifies superintendent.
- ___ Give control of scene to police and hostage negotiation team.
- ___ Keep detailed notes of events and actions.

If taken hostage:

- ___ Follow instructions of hostage taker.
- ___ Try to keep calm. Calm students if they are present.
- ___ Treat the hostage taker as normally as possible.
- ___ Be respectful to hostage taker.
- ___ Ask permission to speak; do not argue or make suggestions.